

**REQUEST FOR APPLICATIONS  
RFA # GDO-TGC**

**FY 2011 Public Charter School Teacher Compensation Grant**

**District of Columbia  
Office of the State Superintendent of Education**



***Office of Public Charter School Financing and Support***

**RFA Release Date  
October 22, 2010**

**Application Submission Deadline  
November 22, 2010**

**Checklist for Application**  
**FY 2011 Public Charter School Teacher Compensation Grant**

- ☐ The applicant is submitting one (1) electronic copy emailed to [opcsfs.funding@dc.gov](mailto:opcsfs.funding@dc.gov). (PDF Format is preferred.) If the applicant cannot submit (1) electronic copy, they may deliver (1) one printed paper copy to the Office of Public Charter School Financing and Support at:  
Office of the State Superintendent of Education  
810 First Street, NE, 9<sup>th</sup> Fl.  
Washington, DC 20002
- ☐ The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and Attachments requested.
- ☐ The applicant has submitted the Notice of Intent to Apply form by October 27, 2010 (**Attachment 6.1**).
- ☐ The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of November 22, 2010.
- ☐ **Applications received at or after 5:01 p.m. EST, on November 22, 2010, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.**

**FY 2011 Public Charter School Teacher Compensation Grant  
REQUEST FOR APPLICATIONS**

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**TABLE OF CONTENTS**

<b>Checklist for Application .....</b>	<b>2</b>
<b>1. General Information .....</b>	<b>4</b>
1.1. Introduction.....	4
1.2. Theory of Action & Purpose of Grant Funds .....	4
1.3. Eligibility.....	4
1.4. Grant Award and Amounts.....	4
1.5. Source of Grant Funding.....	4
1.6. Permissible Use of Funds.....	4
1.7. Award Period .....	4
1.8. Contact Person .....	4
1.9. Pre-Application Conference .....	5
<b>2. Scope of Program.....</b>	<b>5</b>
2.1. Program Objectives .....	5
2.2. Definition of Quality .....	5
2.3. Evaluation and Scoring Criteria .....	5
<b>3. Submission of Applications .....</b>	<b>6</b>
3.1. Application Form .....	6
3.2. Application Submission Date and Time.....	6
<b>4. Application Instructions</b>	
4.1. Description of Application Format .....	6
4.2. Description of Application Sections.....	6-7
<b>5. General Provisions.....</b>	<b>8</b>
5.1. Certificate of Good Standing .....	8
5.2. D.C. Obligations .....	8
5.3. Audits.....	8
5.4. Nondiscrimination in the Delivery of Services .....	8
5.5. Additional Information .....	8
5.6. Grant Monitoring and Reporting.....	8
5.7. Organizational and Governance Documents .....	8
5.8. Cooperation with OSSE .....	8
5.9. Conflict of Interest.....	8
<b>6. Attachments.....</b>	<b>9</b>
6.1. Notice of Intent to Apply .....	10
6.2. Receipt.....	11

## 1. GENERAL INFORMATION

### 1.1 Introduction

This grant is intended to help individual charter LEAs recruit and retain high-quality teachers in the increasingly competitive DC human capital market. All grant funds are expected to be used for the compensation of instructional staff. Compensation is defined as *monetary pay or other in-kind service*.

### 1.2 Theory of Change/Purpose of Grant Funds

Since charters are autonomous entities, each charter LEA must be able to individually assess their unique needs with regards to talent management, specifically teacher compensation. This grant encourages LEA applicants to identify specific challenges they face regarding the recruitment and/or retention of teachers. Based on these identified needs, the grant requires LEAs to submit plans to expend grant funds in ways that specifically address these challenges.

### 1.3 Eligibility

All charter LEAs that enrolled students during the 2009-10 school year and are still operating in the 2010-2011 school year are eligible to apply.

### 1.4 Grant Awards and Amounts

Grant awards will be determined based on LEA student enrollment. Each LEA is eligible for \$300 per student enrolled. Projected SY 2010/2011 enrollments will be used for budget planning purposes, but final grant awards will be based on the final SY 2010/2011 audited Enrollment numbers.

### 1.5 Source of Grant Funding

The funding for the Public Charter School Teacher Compensation grant program has been included in the President's budget for FY 2011 and is awaiting approval by Congress as part of the \$20 million FY 2011 Federal Payment to DC public charter schools.

### 1.6 Permissible Use of Funds

LEA recipients must expend grant funding on compensation of instructional staff. For the purposes of this grant, "instructional staff" is defined as *staff whose primary role is instructional* and "compensation" is defined as *monetary pay or other in-kind service*.

### 1.7 Award Period

Grant funds may be expended during the 2010-11 and 2011-12 school year, through June 30, 2012. If the LEA successfully meets performance objectives, the Office of Public Charter School Financing and Support may extend the funding period.

### 1.8 Contact Person

For further information, please contact  
Stefan Huh  
Director, Office of Public Charter School Financing and Support

Office of the State Superintendent of Education  
 810 First Street, NE, 9<sup>th</sup> Fl.  
 Washington, DC 20002  
 (202) 724-7803

### **1.9 Pre-Application Conference**

We strongly suggest LEA representation at one of the two Pre-Application Conferences on Friday, October 29, 2010. The first session will be held from 9 am – 11 am. The second session will be held from 1pm – 3pm. Both sessions will be held at 441 4<sup>th</sup> Street NW, 11<sup>th</sup> Floor, Washington, DC 20001.

## **2. SCOPE OF PROGRAM**

### **2.1 Program Objectives**

The Public Charter School Teacher Compensation Grant has several objectives.

- Provide funds for compensation so charter schools are able to retain and recruit high-quality teaching staff.
- Promote a focus on quality and talent management in public charter schools.
- Gather information about practices of data-driven decision making in the hiring and retention of teaching staff in the District's public charter schools.

### **2.2 Definition of Quality**

Quality proposals for this grant program are those that demonstrate coherence between an LEA's identified needs and their plan for using grant funds. Coherent proposals will show an alignment of resources and activities in a way that best furthers agreed upon goals and addresses identified school needs concerning teacher compensation. Individual LEAs should design teacher compensation activities that are compatible and aligned with their underlying goals, policies, and school culture. This alignment should be clear to reviewers of the application, both in the spending plan narrative and in the detailed budget.

### **2.3 Evaluation and Scoring Criteria**

A Review Panel comprised of individuals with expertise in the field of public charter schools will review applications for completeness, coherence and alignment, and comprehensiveness. Incomplete applications will not be considered for funding.

Applications will be reviewed for coherence and alignment on three points:

- a) Coherence between the Problem Statement and the Spending Choice
- b) Alignment of the Spending Choice and the Budget Narrative
- c) Alignment of the Budget Narrative and the Detailed Budget

On each point, multiple reviewers will offer a score of 0, 1, or 2 as follows:

0= no evidence of coherence & alignment

1 = incomplete evidence of coherence & alignment

2 = complete evidence of coherence & alignment

Applications receiving an average score of less than 1 will not be considered for funding. Applications receiving an average score of less than 2 will be asked to revise their application as recommended by the Review Panel. The Office of the State Superintendent of Education will make the final decisions regarding grant awards.

### **3. SUBMISSION OF APPLICATIONS**

#### **3.1 Application Form**

The Public Charter School Teacher Compensation Grant application is a Microsoft Excel document entitled 'PCSTC Application.' A PDF of the file can be viewed on the OSSE website at [www.osse.gov](http://www.osse.gov). To request a copy of the application for completion please email Jessica Sutter at [jessica.sutter@dc.gov](mailto:jessica.sutter@dc.gov).

#### **3.2 Application Submission Date and Time**

Applications are due no later than Monday, November 22, 2010 at 5:00pm. Applications received at or after 5:01 pm November 22, 2010 will not be forwarded to the review panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 5:00 pm November 22, 2010.

A total of one (1) completed electronic version of the application (Form PCSTC.xlsx) should be emailed to [opcsfs.funding@dc.gov](mailto:opcsfs.funding@dc.gov). Files should be named as follows: LEAname\_PCSTC.xls. If the applicant cannot submit the requested electronic copy, a clearly labeled paper copy of the application workbook can be delivered to the following location:

Office of the State Superintendent of Education

810 First Street, NE, 9<sup>th</sup> Fl.

Washington, DC 20002

Attention: Stefan Huh, Director, Office of Public Charter School Financing and Support

### **4. APPLICATION INSTRUCTIONS**

#### **4.1 Description of Application Format**

The Public Charter School Teacher Compensation Grant is a Microsoft Excel document entitled 'PCSTC Application.' A PDF of the file can be viewed on the OSSE website at [www.osse.gov](http://www.osse.gov). To request a copy of the application for completion please email Jessica Sutter at [jessica.sutter@dc.gov](mailto:jessica.sutter@dc.gov).

#### **4.2 Description of Application Sections**

The PCSTC Application contains eight (8) sections. Directions for each section are embedded in the body of the application.

#### **4.2.1 Applicant Profile (Tab A)**

The Applicant will complete this short profile of the LEA including contact information and basic facts about the LEA and their student population.

#### **4.2.2 RFA Outline (Tab B)**

This tab explains the theory of action behind the grant program. It explains each remaining component of the application and displays the expected alignment and coherence of the application in visual format.

#### **4.2.3 Needs Assessment & Problem Statement (Tab C)**

LEAs will complete a set of questions meant to elicit their particular needs with respect to compensation, retention, and recruitment of high quality teachers. At the end of the Needs Assessment applicants are required to write a Problem Statement that describes their particular concerns. This Problem Statement will help an LEA to determine which spending option to select for the grant funds.

#### **4.2.4 Spending Plan (Tab D)**

LEAs will select a pre-set funding option from among those listed in the application. The option(s) selected should align with the LEA's identified needs as explained in the Problem Statement.

LEAs that qualify may elect to craft a unique proposal not listed in the pre-set options. This option is only available to LEAs not on Charter Warning Status with PCSB **and** those that have demonstrated a combination of gains in growth and proficiency in student achievement as measured by the DC-CAS.

#### **4.2.5 Budget (Tab E)**

This tab in the worksheet contains a budget spreadsheet that applicants must complete with all planned expenses. This tab also includes space for a budget narrative explaining how the LEA plans to use grant funding to address the Problem Statement.

#### **4.2.6 Outcomes (Tab F)**

This Tab includes space for a narrative describing the LEA's expected outcomes as a result of activities funded by the grant.

#### **4.2.7 Board & Management (Tab G)**

This Tab is optional and requests data about the governance structure of your school. We encourage all LEAs to complete this Tab, but failure to complete the data will not affect eligibility for grant funding.

#### **4.2.8 Certification (Tab H)**

The completed Application must be certified by the applicant's Board Chair.

## **5. GENERAL PROVISIONS**

### **5.1 Certificate of Good Standing**

Each applicant must be prepared to submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs upon request from OSSE.

### **5.2 D.C. Obligations**

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to any DC agency or entity.

### **5.3 Audits**

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documents audited.

### **5.4 Nondiscrimination in the Delivery of Services**

In accordance with Title IV of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefit of, or be subjected to discrimination under any program activity receiving FY 2011 Appropriations Act, Public Law 110-161 funding.

### **5.5 Additional Information**

LEAs should be prepared to provide supporting calculations for all financial information included in the grant application. The OSSE reserves the right to request and be provided additional information, including, but not limited to financial statements, as may be deemed necessary by the OSSE.

### **5.6 Monitoring and Reporting**

The OSSE may monitor the sub-grantee through desktop review of project deliverables, reports, and on-site visits. The specific schedules, monitoring protocol, and format will be established and agreed upon once the grant is awarded. On-site monitoring provides an opportunity for charter LEAs to promote their success with talent management and provides an opportunity for OSSE to review each LEA's progress in addressing grant objectives and to review the types of internal controls for managing grant funds.

### **5.7 Organizational and Governance Documents**

Upon notification of award, sub-grantees must certify that the following documents are on file at its business office or main location: organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.

### **5.8 Cooperation with OSSE**

The sub-grantee will:

- Cooperate with the OSSE in evaluating the program; and



- Maintain appropriate financial management practices as required, including tracking activity for this project separately in the sub-grantee's Chart of Accounts.

#### **5.9 Conflict of Interest**

Sub-grantees must avoid apparent and actual conflicts of interest when administering grants.

### **6. LIST OF ATTACHMENTS**

#### **6.1 Intent to Apply Form**

#### **6.2 Receipt**

## Attachment 6.1 Intent to Apply

**Official Intent to Apply Notification**  
**(To Be Received By OSSE No Later than October 27, 2010 by 5:00 pm)**

**TO:** Stefan Huh  
 Office of Public Charter School Financing and Support  
 DC Office of the State Superintendent of Education  
 810 First Street, NE, 9<sup>th</sup> Floor  
 Washington, DC 20002  
 Telephone: (202) 724-7803  
 FAX: (202) 727-2019

**RE:** Please accept this notification that the following *eligible* LEA intends to apply for consideration of funding under the Public Charter School Teacher Compensation Grant RFA.

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Collaborators (if any): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I intend to attend the Pre-Application Conference:

☐ October 29, 2010 \_\_\_\_\_ from 9-11 am at 441 4<sup>th</sup> Street NW, 11<sup>th</sup> Floor, Washington, DC 20001

Number of Attendees: \_\_\_\_\_

☐ October 29, 2010 \_\_\_\_\_ from 1-3 pm at 441 4<sup>th</sup> Street NW, 11<sup>th</sup> Floor, Washington, DC 20001.

Number of Attendees: \_\_\_\_\_

**Attachment 6.2 Receipt**

**Original Receipt**  
**FY 2011 Public Charter School Teacher Compensation Grant**  
**RFA #**

The Office of the State Superintendent of Education is in receipt of

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**(Contact Name/Please Print Clearly)**

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**(Organization Name)**

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**(Address, City, State, Zip Code)**

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**(Phone)**

---

**(Fax)**

---

**(Project Title)**

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**(Amount Requested)**

**OSSE USE ONLY:**

**Please Indicate Time:**

\_\_\_\_\_ Applications with Original

RECEIVED ON THIS DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Received by: \_\_\_\_\_

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD**